

How to Request Access to Submit Online Facilities Requests

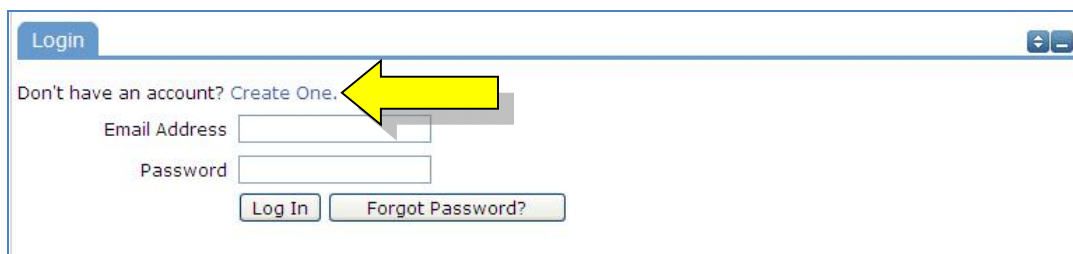
The [Highland Central School District](#) is now taking facility requests online through our CommunityUse calendar and request system. You can enroll online and enter requests for after-hours facility usage by following these simple steps.

First, click on this link to access the CommunityUse Calendar:

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

At the top of the page, click on the link to Login to Request Facility Use.

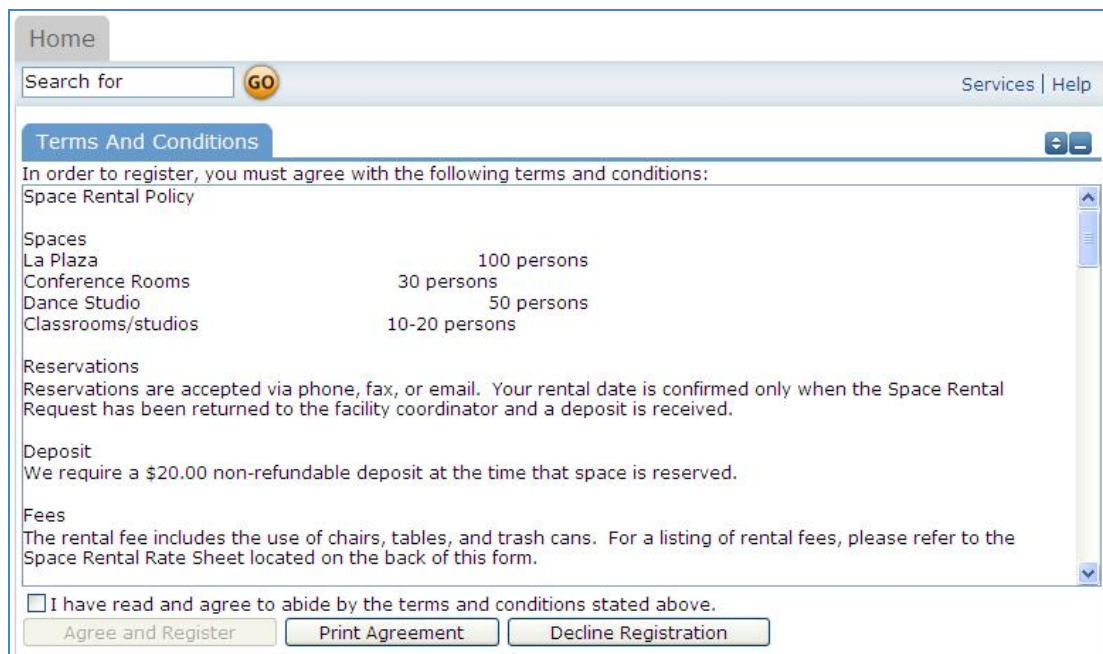
Welcome Guest! [Log in to Request Facility Use](#)
North Carolina School District



The screenshot shows a login form with a blue header bar containing the word "Login" and a maximize button. Below the header, the text "Don't have an account? Create One." is displayed. A large yellow arrow points to the "Create One" link. Below this text are two input fields: "Email Address" and "Password". At the bottom of the form are two buttons: "Log In" and "Forgot Password?".

Then click on the Create One link to create an account and request access to submit online requests.

If the district has a Terms and Conditions form uploaded, you will be asked to read and agree to the terms first.



The screenshot shows a "Terms And Conditions" page. At the top, there is a "Home" tab, a search bar with a "GO" button, and links for "Services" and "Help". The main heading is "Terms And Conditions". Below this, it states: "In order to register, you must agree with the following terms and conditions:". The terms are organized into sections: "Space Rental Policy", "Spaces" (listing La Plaza for 100 persons, Conference Rooms for 30 persons, Dance Studio for 50 persons, and Classrooms/studios for 10-20 persons), "Reservations" (stating reservations are accepted via phone, fax, or email and are confirmed only when a request is returned and a deposit is received), "Deposit" (requiring a \$20.00 non-refundable deposit), and "Fees" (stating the rental fee includes chairs, tables, and trash cans). At the bottom, there is a checkbox labeled "I have read and agree to abide by the terms and conditions stated above." and three buttons: "Agree and Register", "Print Agreement", and "Decline Registration".

Check the Box, and Click Agree and Register.* You can access an easier to read agreement under the documents tab, clicking Print Agreement here is not recommended.



☒ I have read and agree to abide by the terms and conditions stated above.

You will then be asked to complete the following Personal Profile Form. Click Save and Next once you've filled in all required fields marked with an orange vertical line.

Step 1 of 3: Personal Profile

Registration Wizard

Personal Profile Request Organizations Confirmation

My Contact Settings

First Name Last Name

Email Address

Phone Number

Cellular Phone

Your Address
Cash, NC 55554 *

Note: This is your Contact Address. You will enter the organization address on the next page.

Password Settings

Password Verification

☐ Check here to remove self from all event-related email notifications.

On the Request Organization page you can request to be an OEC for one or more Organizations. Simply fill in the required fields and click "Add Organization".

Step 2 of 3: Request Organizations

Registration Wizard

Personal Profile **Request Organizations** Confirmation

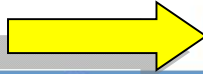
Request Your Organization

Organization Name

Organization Type

Organization Address

☒ Use Your Contact Address as Organization Address



Requested Organization List

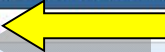
Organization Status	Organization Name	Organization Type	Address
No record found			


You will then see the message Pending next to the requested Organization.

Once you've added all of the Organizations you would like to submit requests for, click "Save & Next"

Requested Organization List

1 - 1 of total 1 listed

Organization Status	Organization Name	Organization Type	Address
<input checked="" type="checkbox"/> Pending 	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554



On the final page, confirm the information and click Submit Requests.

Step 3 of 3: Request Confirmation

Registration Wizard

Personal ProfileRequest OrganizationsConfirmation

Confirmation

Please review your information below.
Click the 'Submit Requests' button to submit your requests for approval.

Name Adam Smith

Email Address adam@trading.email.com

Phone Number 111-212-1122

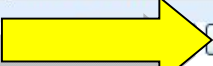
Cell Phone

Your Address 5001 Revenue Blvd
Cash, NC 55554

1 - 1 of total 1 listedPrevious 10Next 10

Organization Status	Organization Name	Organization Type	Address
Pending	Smith Learning Co.		5001 Revenue Blvd Cash, NC 55554

Previous 10Next 10

Submit RequestsCancel

An email will go to the districts FSDirect Administrator who will review your request and make sure you are associated with the correct Organization(s) in their master list.

You should receive email confirmation of your request. You will receive additional notifications letting you know if your request was accepted or declined.

If your registration is accepted, you can return to the CommunityUse login page and login to begin requesting facility usage.